

TITLE IV-E/FFP REDETERMINATION

PURPOSE:

The purpose of this form is to provide a vehicle for a Children's Service Worker (CSW), a Division of Youth Services (DYS) Worker or a Juvenile Court (JC) Worker to provide information regarding a child in out-of-home placement to an Eligibility Specialist (ES) for a Title IV-E/FFP six month eligibility/reimbursability redetermination or a Title XIX FFP Only yearly redetermination. In most cases the ES receives a system generated form with Identifying information. The ES sends the form to the CSW for completion of the remaining fields. For a redetermination prior to an Adoption Subsidy Agreement or for a CYAC parent and child when the CYAC child is born while the CYAC parent is in out-of-home placement, the CSW sends the form(s) to the ES. Appropriate Court orders, a copy of the Court petition and other pertinent information must be attached, when applicable. The DFS Case Manager completes the form for a DFS child. It is written in black ink or typed. The DYS system generates this form on a monthly basis for a Title IV-E eligible or eligible/reimbursable youth and once per year for Title XIX Only eligible youth. The ES files the DYS generated forms in the Children's Services Financial Assistance file for use when the redetermination is done. When a DYS youth is in a non Title XIX eligible facility to include a locked facility, DYS will not generate this form. The JC Worker will complete and generate this form to the ES thirty (30) days prior to the child's annual Title XIX/FFP eligibility redetermination. In addition, the JC Worker must complete and generate this form to the ES whenever the child's living arrangement, income or resources change during the year.

NOTE: A Title IV-E eligibility determination is not completed for a child in the custody of the Juvenile Court.

NUMBER OF COPIES AND DISTRIBUTION:

The original is sent to the ES and a copy is retained in the Title IV-E/FFP Section of the child's case record.

INSTRUCTIONS FOR COMPLETION:

IDENTIFYING INFORMATION:

The date the form is generated, child's name, DCN, Social Security Number, Date of Birth, In Care Of and Children's Services Worker (Casemanager) fields are system generated in most cases. No CSW entry is required for the Identifying Information fields except when a redetermination is requested by the CSW prior to an Adoption Subsidy Agreement (See Procedure D-16 in the Alternative Care Handbook) or when a CSW is requesting a redetermination when a CYAC child is born to a CYAC parent in out-of-home placement (See Procedure D-5, Attachment I in the Alternative Care Handbook). In these cases the CSW enters the date the form is completed, the child's name as it appears on the SS-61, the child's DCN, date of birth, and the name of the Case Manager. If the CYAC parent and child are Title IV-E eligible, the form will only be generated for the CYAC parent. If they are not Title IV-E eligible but both are determined Title XIX FFP Only eligible, a form for each will be generated.

ELIGIBILITY/REIMBURSABILITY INFORMATION

NOTE: This information is gathered by the CSW, DYS Worker or the JC Worker during his/her work with the family. If the information is sought, but is not known, place "unknown" in the field. If the family will not cooperate with sharing any of the requested information and it is obvious to the Worker that they have, for example, resources beyond the AFDC limits, the child or youth cannot be found eligible for Title IV-E. In such a situation, please complete the Identifying Information Section and attach an IOC explaining to the ES the family's lack of cooperation.

Field 1: Check "Yes," or "No," or "N/A." If "Yes" is checked, enter the name of the employer, the child's salary, frequency it is received and the dates of employment.

Field 2: System generated, no CSW entry is required. The ES will complete this field based on KIDS information. However, the DYS Worker or JC Worker will complete this field for their children.

Field 3: Check "Yes," "No," or "N/A." If "Yes" is checked, list the amount/value, the bank name and full address.

Field 4: Check "Yes," "No," or "N/A." If "Yes," is checked, indicate if attendance is full or part-time.

Field 5: Check "Yes," "No," or "N/A." Enter the expected graduation date.

Field 6: Check "Yes," "No," or "N/A." If "Yes," check the appropriate reason. If "No," explain the reason it is checked.

Field 7: Check "Yes," or "No." If "Yes," enter date of court order and attach copy of court order to form.

Field 8: Complete the priority level for each child, if not indicated on a prior CS-IV-E/FFP-2 or if the child's priority level has changed. This information will assist the ES in determining which children need an SSI application. Check the appropriate priority level based on the criteria. For appropriate children (priority levels 1 and 2), attach all pertinent documents, such as psychological/medical reports, the CS-SSI-1, etc. that relate to the SSI application. If pertinent documents are not yet available, enter the expected receipt date. This field is not applicable for DYS or JC children.

The CSW, DYS Worker or the JC Worker signs and dates the form.

INSTRUCTIONS FOR RETENTION:

A copy of the form is retained in the DFS child's case record and the Children's Services Financial Assistance record until the case record is destroyed as specified in the Alternative Care Handbook or a DYS youth's case has been destroyed via DYS notification or a Juvenile Court case has been destroyed via the Juvenile Court's notification.

MEMORANDA HISTORY: CS91-6; CS92-17; CS92-59; CS93-18; CS95-72;

